

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
April 19, 2012  
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Kathleen Ward, Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:30 a.m. by the Chairperson.

**MINUTES**

The Chairperson declared the minutes of the March 22, 2012 Regular Meeting; the March 22, 2012 Executive Session Notes; the April 11, 2012 Emergency Meeting; and the April 11, 2012 Executive Session Notes accepted without objection.

**COMMENTS FROM THE PUBLIC**

None

**COMMUNICATIONS**

None

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the March bills. Motion approved unanimously.

**Financial Reports –A (General)**

A motion was made by Mr. Eddy and seconded by Ms Ward to approve the February Financial. Motion approved unanimously.

**Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Eddy and seconded Mr. Simonsen to approve the March Section 8 Statistical Report. Motion approved unanimously.

Mr. Simonsen suggested that a letter from the Board be sent to HUD, the Housing Authorities representatives and the Town regarding the financial situation of the Section 8 program. Mr. Long will send the letter on behalf of the Board.

**REPORT FROM TENANT REPRESENTATIVE**

**Human Services Advisory Committee**

Mr Eddy reported that the committee did not meet because there was not a quorum. Mr. Eddy stated that he would set a letter to the Wrights Village residents to ascertain if there is any interest in being a representative on the Committee.

**Dog Excrement Policy**

A Policy Committee meeting needs to be set up. Ms Fields will try to do so in the next month.

## **General Reports**

### **Heat Pumps Energy Savings**

Mr. Eddy reported that the Heat Pumps that were installed this past fall have saved him an average of over 33% on this electric bill from his December 2011 through his April 2012 billing. The heat pumps were expected to save 30% on tenant's electric bills.

### **Trash Houses**

Mr. Eddy would like to set a schedule for replacing the trash houses. Ms Fields agreed, however no schedule was set at this meeting.

## **AD HOC COMMITTEE REPORTS**

### **Affordable Housing Committee**

The committee has not met. Ms Fields stated that she would like to address the Board in Executive Session.

### **Executive Session**

Ms Fields raised several issues which are subject to privileged communications. The Chairman responded that the issues should be considered in executive session.

A motion was made by Mr. Eddy and seconded by Ms Ward to invite Ms Fields to the Executive Session and to go into Executive Session at 9:50 a.m. The Motion received four "for" votes and Ms Hall voted "against". Motion passed.

The Board came out of Executive Session at 10:10 a.m.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the use of the State Service Fee Funds to be used for costs related to the search and purchase of affordable housing, pending approval by CHFA. Motion approved unanimously.

## **UNFINISHED BUSINESS**

### **Legal Updates**

Ms Fields reported that all legal updates were addressed in the previous Executive Session.

## **NEW BUSINESS**

### **Section 8 Coordinator Position**

Ms Fields hired Wendy Love to fill the position of Section 8 Coordinator. Ms Love began work on April 16, 2012 and will train with Ms Vangsness for the next two weeks.

### **Section 8 Administrative Fees**

With urging from NAHRO, HUD has agreed to use its discretionary authority to augment the Administrative Fees using funds from un-obligated balances under the Tenant-Based Rental Assistance account. Administrative fees rates for CY2011 will be raised from 83% pro-ratio to 84.5% pro-ratio. CY2012 pro-ratio will be increased from 75% to 80%.

**Housing Authority Working/Open to the Public Hours**

Ms Fields discussed the increased work load due to increased reporting and filing requirements and the longer hours that are being required while administrative fees are being reduced. Ms Fields requested that another day be set aside that the Housing Authority would be closed to the public to allow staff to work without interruption. The staff would still make appointments, when necessary, with the public. Ms Fields will send a letter to all tenants of Wrights Village and Holinko Estates and to all Section 8 participants notifying them of the change in office hours. The Town webpage and door sign will also be updated to reflect the change.

A motion was made by Mr. Simonsen and seconded by Ms Hall to change the Housing Authority's hours to be closed to the public on Wednesday, effective May 1, 2012. Motion approved unanimously.

**Holinko Estates Site Improvement Project**

The project was tentatively set to begin on Monday April 16, 2012. Ms Fields delivered a memo to all tenants on April 10, 2012 detailing the project and tentative start date. Ms Fields, the contractor and engineer met at the site on Monday to discuss tenant parking issues while the site was under construction. The project actually began this morning.

Ms Fields received an email from a tenant who was not satisfied with the "5 day" notice given, among other things. The notice was delivered on April 10, 2012 and stated that construction was tentatively set to start April 16, 2012. Ms Fields stated that she gave notice to all tenants the same day she received notice that the construction was going to start.

**MEETING DATE CHANGE**

The July 19, 2012 Regular Meeting is changed to July 12, 2012

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:50 a.m.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson